



Town of Grafton Recreation Department  
Grafton Memorial Municipal Center  
30 Providence Rd. Grafton, MA 01519

Phone: (508) 839-5335 x1156 | Fax: (508) 839-4602  
E-mail: recreation@grafton-ma.gov | Website: www.graftonrec.com

## **SILVER LAKE BEACH PAVILION AND GROUNDS- Application for the Use of Facilities 2020**

- Applicant is responsible for following the "Silver Lake Beach Use of Facilities Rules & Fee Schedule".
- Certain events will require additional approval by other departments.
- Please allow up to 7 business days for approval and processing. Please plan accordingly.
- All fees must be paid in full at the time of booking. Dates will not be held over the phone.
- Non-profit organizations are required to submit proof of their status and proof of liability insurance at the time of application.
- Application and fees are to be submitted to the Recreation Department.
- Please submit separate checks for use fee and security deposit. Make checks payable to the "Town of Grafton".

### **Applicant Information:**

Name/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail Address \_\_\_\_\_

**Purpose for Request:** \_\_\_\_\_

### **Event Information**

**Date Requested:** (Unavailable dates: Fridays from July 10 – August 14 from 11:30am-4pm, June 20, July 3 - 5)

First Choice \_\_\_\_\_

Second Choice \_\_\_\_\_

### **Time Requested:**

#### **Choose Time Block for Pavilion Rental:**

- **2 Hour** \_\_\_\_\_ 11:30am-1:30pm \_\_\_\_\_ 2-4pm \_\_\_\_\_ 4:30-6:30pm
- **3.5 Hour** \_\_\_\_\_ 11:00am-2:30pm \_\_\_\_\_ 3-6:30pm

**Choose Time for Grounds Rental:** from \_\_\_\_\_ to \_\_\_\_\_

**Anticipated Number of Guests\*\*:** \_\_\_\_\_ (20 person max during beach season)

- **\*\*ALL GUESTS/ATTENDEES DURING BEACH SEASON MUST EITHER HAVE A SEASON BEACH PASS OR PURCHASE A DAILY PASS. DAY PASSES ARE AVAILABLE AT A GROUP RATE OF \$3/PERSON FOR RESIDENTS.\*\***  
(Guest List Must be submitted no later than 48 hours prior to event time.)

# Silver Lake Beach - Application for the Use of Facilities

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**Use of Outside Services and Equipment** . Please check off all that apply to your event:

\_\_\_\_ Vendor, Food (list) \_\_\_\_\_  
 \_\_\_\_ Vendor, Other (list) \_\_\_\_\_  
 \_\_\_\_ Other (list): \_\_\_\_\_

Requested Facilities	Requested User	Fee	Total Due
Silver Lake Beach Pavilion	Town of Grafton Governmental Organizations	No Use Fee No Security Deposit	
	Grafton Residents & Non-Profit Organizations	\$30/2 hours \$50/3.5 hours Daily Beach Passes: \$3/person for Non-members	
Silver Lake Beach Grounds	Town of Grafton Governmental Organizations	No Use Fee No Security Deposit	
	Grafton Residents, Non-Profit Organizations & Non-Residents	\$50/day \$100.00 Security Deposit	

**Please submit separate checks for use fee and security deposit. Make checks payable to the "Town of Grafton".**

By signing this Use of Facilities form, I agree I have read the Silver Lake Beach Use of Facilities Rules and to the rules stated on this application and agree to be responsible for the activity and function stated on this form. I understand that I am responsible for enforcing these rules and making sure that grounds are clean after we are done. Failure to do so will result in loss of future reservations privileges and/or security deposit. I understand that the Town reserves the right to change, alter, or cancel this reservation as a result of maintenance issues, scheduling conflicts, or natural disasters beyond its control.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

## FOR OFFICIAL USE ONLY

Date Application was Received: \_\_\_\_\_

Rental Request: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date Notified: \_\_\_\_\_

If Denied, Reason \_\_\_\_\_

Event Date Approved: \_\_\_\_\_ Time: \_\_\_\_\_

Proof of non-profit status submitted: \_\_\_\_\_ Proof of liability insurance submitted: \_\_\_\_\_

Fee Required? \_\_\_\_\_ Yes \_\_\_\_\_ No If Required, Amount Due \_\_\_\_\_

Security Deposit Required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Beach Day Passes Required? \_\_\_\_\_ Yes \_\_\_\_\_ No If Required, Total Needed \_\_\_\_\_

TOTAL DUE \_\_\_\_\_ Date Received \_\_\_\_\_ Payment Type \_\_\_\_\_ Initials \_\_\_\_\_